

Labor Management Meeting

January 26, 2017

Start Time - 10:32AM

Attendees

- Devin Hunter - Union President
- Dean Pfaender - Chief Steward
- Debra Mayo-Kelley - AFT-Oregon Field Rep
- Melody Hansen - HCU Secretary
- Kona Williams - Chief Human Resources Officer
- Saideh Haghighi - Director, Equity and Human Resources

Issues Discussed

District Safety Committee

HCU asked about the status of the district safety committee. At the start of the 2016-17 school year, the director who ran the meeting announced that they were redesigning how the committee operates. There was one meeting scheduled, but it was canceled due to the snow days. HR will contact the director and report back the status of the meeting.

GPS devices added to facilities vehicles.

HCU expressed concerns about the new GPS devices being added to the district vehicles. Facilities staff were reporting that they were unaware of the purpose behind the installation. The group discussed HCU's concern that the data gathered by these devices would be used to spy on employees. HR explained that the purpose of the equipment is to assist with dispatch of staff and fleet maintenance. If there are performance concerns with an employee, there is already an established procedure on how to investigate that concern. The existence of these devices will not change that procedure.

Snow days makeup details

The group discussed how staff will make up the time missed due to district closures. Staff supervisors are responsible for working with employees to come up with a plan and a tracking method for each employee. There is strong possibility that student contact days will be added to the calendar so 10 month employees must wait for the HSD School Board to make a decision before they start making up time.

Some things to keep in mind:

- Time must be made up in 15 minute increments.
- Supervisors can offer optional after hours or weekend projects to make up time.
- If working extra hours cause you to work more than 40 hours in a week, every hour over 40 will make up 1.5 hours of missed time.

Reviewing/revising job descriptions

HR is in the first stages of reviewing of all job descriptions. This involves an HR representative talking with supervisors and workers to get feedback on job duties. After the review process is complete, recommendations will be drafted and presented in labor management so HCU can comment on the changes and make additional suggestions. The 2015-18 contract has language that calls for a comprehensive review of job descriptions in the 2017-18 school year. The data gathered in the project will be used in that process.

Union release approval process for Transportation employees

HCU expressed concerns that when a union release request is denied, they do not get a reason for the denial. There have been a few instances where district drivers were available during the time period that the request was for. HCU asks that when a request is denied, a short explanation of why the request was denied is provided to the member.

Handling student threats of violence towards staff

HCU asked for HR to talk about how it addresses student threats of violence directed towards staff. The investigation is done by the principal and counselor to find the student who made the threat and determine the motivation behind it. The Student Resource Officer from the local police department is included to help assess the seriousness of the threat. While the investigation goes on, the principal meets with the employee and works up a safety plan to help mitigate the potential danger. In most cases, this involves rescheduling work loads and changes to the employee's daily routine. The goal is to help employees feel safe when coming to work.

Adjourn - 11:21AM

Recorded by Devin Hunter